

REQUEST FOR APPLICATIONS (RFA): # DHS-EA-2007

**Government of the District of Columbia
Department of Human Services
Office of the Director**

**FY 2007
Emergency Rental Assistance Program**



DHS/Office of the Director invites the submission of applications for funding through proceeds from the FY 2007 Budget Support Emergency Act of 2006, DC. Act 16-477, effective August 8, 2006.

Announcement Date:	September 8, 2006
RFA Release Date:	September 15, 2006
Pre-application Conference Date:	September 22, 2006
Application Submission Deadline Date:	October 16, 2006

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.



NOTICE

PRE-APPLICATION CONFERENCE

ATTENDANCE IS RECOMMENDED

Emergency Rental Assistance Program



WHEN:	September 22, 2006
WHERE:	64 New York Avenue, N.W. 6 th Floor Conference Room
TIME:	1:00 pm – 3:00 p.m.
CONTACT PERSON:	Ms. Priscilla Burnett, Program Assistant Office of Grants Management (OGM) (202) 671-4407

Please RSVP to OGM no later than Wednesday, September 20, 2006, as seating is limited. You may RSVP via telephone to Mr. Priscilla Burnett, Program Assistant (202) 671-4407, or via email to Ms. Burnett at Priscilla.burnett@dc.gov



Checklist for Applications Emergency Assistance Program

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications.
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- ☐ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for DHS' approval upon receipt.
- ☐ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- ☐ The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- ☐ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The applicant organization/entity has referenced Definitions pertaining to this grant found in Attachment H of the RFA.
- ☐ The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA, and has submitted signed copies for all staff who will work on this project.
- ☐ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- ☐ The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using 12 point-type with one-inch margins.
- ☐ The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- ☐ The applicant is submitting six copies of the application: the required original and three (3) copies.
- ☐ The application format conforms to the guide listed in Section V Application Format.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ☐ The application is submitted to The Office of Grants Management, 64 New York Avenue, N.E., 6th Floor, no later than 4:00 p.m., EDT, on the deadline date of Monday, October 16th.

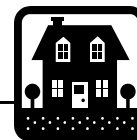


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Government of the District of Columbia
Department of Human Services
Office of the Director

Request for Applications (RFA): #DHS-EA-2007

Emergency Rental Assistance Program

SECTION I GENERAL INFORMATION

Introduction

The Interim Director of the Department of Human Services (DHS) has developed an Emergency Rental Assistance Program, pursuant to Mayor's Order 2006-115, and section 7 of the Homeless Services Reform Act of 2005 (HSRA), and section 2052(b)(8) of the Budget Support Emergency Act of 2006 (BSA). The program is developed pursuant to the HSRA which authorizes, among other things, crisis intervention services for purposes of preventing homelessness by enabling aged or disabled individuals and families at imminent risk of homelessness to remain in or access permanent housing. Section 2052(b) (8) of the BSA provides appropriated funds for the program for fiscal year 2007.

At present, Emergency Assistance is provided in various forms and by multiple governmental and non-governmental organizations, and is administered through a diffuse network of community organizations. Overall, this is a small program with no District funds dedicated for this purpose. The programs, as currently administered, lack a central tracking or oversight system. Preliminary discussions indicate that there is agreement that emergency assistance is most effective when combined with case management services. Screening of applicants and the administration of emergency assistance by numerous community organizations facilitates the provision of services, such as financial planning, employment planning and other supports, that help recipients achieve self-sufficiency and reduce recidivism.

Therefore, DHS seeks to make up to 3 or 4 awards to non-profit organizations in the District of Columbia for the implementation of an Emergency Rental Assistance Program. DHS seeks organizations that have demonstrated administrative capacity, can provide services through a network of locations, and can include case management services to all applicants for whom case management appears warranted.

Special Note: At the time of this issuance, the Department issued a Notice of Proposed Rulemaking Emergency Rental Assistance Program, 35 *D.C Register* 7239-7259 (2006). These proposed rules are provided to illustrate the scope of program, and the broad programmatic expectations of the provider of services. Be advised that some rules of the program may change to incorporate comments submitted on the proposed rule. Successful awardees will be subject to the Final Rulemaking, published prior to the effective date of the program. However, applicants will be judged in this competition based on past experience with administering one time only needs based assistance payments, the extent of geographic service delivery capacity, and the



ability to provide case management, including financial counseling services. These services may be provided directly or by a sub grantee.

Target Population

DHS seeks to provide emergency rental assistance to families with a minor child, an aged household member, or a person with disabilities. Given current pressure on the family shelter system and the limited financial resources available to the program, targeting this assistance to families and the aged or disabled will provide critical services to vulnerable populations while alleviating some pressure on the shelter system. See Section II – Program Scope for additional information regarding criteria governing the target population as well as Attachment K – Proposed Emergency Rental Assistance Program Rules.

Eligible Organizations/Entities

Applicants will be judged in this competition based on past experience with administering one time only needs-based assistance payments, the extent of geographic service delivery capacity, and the ability to provide case management, including financial counseling services. These services may be provided directly or by a sub grantee. These organizations would be expected to provide case management services to all families for whom case management appears warranted. This approach facilitates the provision of case management services, ensures accountability and involves a diverse array of community organizations. Provision of emergency assistance is most effective when combined with a strong case management effort. Such efforts minimize recidivism and help connect residents in need of emergency assistance with other services such as financial planning, employment and other supports that facilitate self-reliance. The strong desire to couple emergency assistance payments with case management argues against a strict income maintenance approach to emergency assistance, such as was administered by the DHS in the past. As with all grants, the Department would retain responsibility for monitoring and assuring adherence to program eligibility criteria. DHS plans to assist grantees in this area by developing a computerized tracking system to ensure accountability.

Source of Grant Funding

Funding for this program is available through proceeds from the FY 2007 Budget Support Emergency At of 2006, DC. Act 16-477, effective August 8, 2006.

Award Period

The award period is for one year from date of execution. Renewal options may be available pending the availability of funds for future 1-year grant cycles.

Grant Awards and Amounts

A total of \$7.7 million is available for this program through proceeds from the FY 2007 Budget Support Emergency At of 2006, DC. Act 16-477, effective August 8, 2006. Of the total funds



available, \$700,000 will be set aside for administrative fees to awardees at a rate of no more than 10% of the applicants funding request. DHS seeks to make up to 3 or 4 awards.

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA for the purpose of implementing an Emergency Rental Assistance Program.

Contact Person

For further information, please contact:
Ms. Joi Yeldell, DHS Grants Administrator at (202) 671-4402.

Internet

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Ms. Priscilla Burnett, Program Assistant at priscilla.burnett@dc.gov

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

Pre-Application Conference

The Pre-Application Conference will be held on Friday, September 22, 2006, from 1:00 p.m. – 3:00 p.m. at DHS Headquarters; 64 New York Avenue, N.E., 6th Floor Conference Room.

Explanations to Prospective Grantees

Applicants are encouraged to mail, FAX, or E-Mail their questions to Ms. Priscilla Burnett on or before Friday, September 29, 2006. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.



SECTION II PROGRAM SCOPE

Overview

Under the Emergency Assistance Program, DHS is proposing to limit emergency rental assistance eligibility to those with incomes at or below the Federal Poverty Line (FPL) for their household (HH) size (see Chart A). This will be based on income in the month prior to seeking assistance. The District of Columbia has a large proportion of residents (approximately 100,000) who have less than poverty level income (see Chart B). Further, nearly 25% (13,701) of all families with children (57,774) have incomes of less than \$10,000 per year. This income distribution data demonstrates a need among families at the lowest end of the income spectrum. In addition, many families face emergencies due to temporary declines in their income. This program design will provide assistance to both chronically poor families and families that are temporarily in need of assistance. A program design which permits eligibility at levels that exceed the poverty line would decrease funds available for those who have greater financial need.

Chart A

	2006 Poverty Level	Monthly Equivalent
HH Size	100%	
1	\$9,800	\$817
2	\$13,200	\$1,100
3	\$16,600	\$1,383
4	\$20,000	\$1,667
5	\$23,400	\$1,950
6	\$26,800	\$2,233
7	\$30,200	\$2,517
8	\$33,600	\$2,800



Chart B

Ratio of Income in the Past 12 Months to Poverty Level

	District of Columbia		
	Estimate	Lower Bound	Upper Bound
Total:	515,581	514,077	517,085
Under .50	52,220	44,169	60,271
.50 to .74	22,990	18,603	27,377
.75 to .99	22,315	17,384	27,246
1.00 to 1.24	19,159	14,289	24,029
1.25 to 1.49	19,676	15,236	24,116
1.50 to 1.74	18,323	14,840	21,806
1.75 to 1.84	8,346	5,449	11,243
1.85 to 1.99	9,293	6,529	12,057
2.00 to 2.99	61,349	54,674	68,024
3.00 to 3.99	56,078	49,812	62,344
4.00 to 4.99	49,650	43,624	55,676
5.00 and over	176,182	169,275	183,089

Source: U.S. Census Bureau, 2004 American Community Survey

Types and Amount of Emergency Rental Payment

Under the program as proposed, DHS seeks to limit the types of assistance offered to payment of rental arrearages, security or damage deposit, and first month's rent. Assistance for utility arrearages, home mortgage arrearages, and cooperative or condominium fees will not be provided.

The rule proposes to limit the amount of the emergency rental payment to \$4,250, regardless of the number of months of the arrearage. A very limited exception would be permitted for large families or where the health of a family member would be seriously threatened if stable housing was not maintained. In these extraordinary situations the limit would be increased to \$6,000. Assistance payments under this program shall be made only once in any twelve (12) month period from the date of application.

General Responsibilities

The following are general responsibilities of the selected program providers for the Emergency Rental Assistance program. However, all requirements for the Emergency Rental Assistance Program, as they appeared in the aforementioned Proposed Rulemaking that appeared in the District of Columbia Register on Friday, September 1, 2006, are provided as Attachment K. The Attachment should be read in its entirety when considering the approach included in your application submission to this RFA.



- The provider shall give to each applicant an application to be supplied by DHS which will constitute the request for assistance and obtain applicant identifying information. The provider will conduct an intake interview which will ascertain basic qualifying information and determine if ongoing case management is warranted.
- The provider shall give to each applicant a written request specifying the information needed to complete the application and the provider shall discuss with the applicant how to obtain the information. The application is complete when all required information is furnished.
- The provider may use documents, telephone conversations, personal and collateral interviews, reports, correspondence, and conferences to verify applicant information.
- If the emergency is expected to occur in less than ten (10) business days following the date of application, the provider shall take all reasonable steps to process the application in an expedited manner in time to resolve the emergency, if the applicant meets all eligibility criteria and a delay in processing the application is not caused by the failure of the applicant to provide documentation necessary for making an eligibility determination.
- The provider shall complete the eligibility and assistance determination in as short a time as possible but not later than ten (10) business days after the date of a completed application.
- If an applicant is determined eligible for emergency rental assistance, the provider shall give to the applicant a Notice of Eligibility and Assistance Determination. This notice shall include, but need not be limited to:
 - (a) The eligibility determination;
 - (b) The amount of the emergency rental assistance for which the applicant unit has been determined eligible and the computation of assistance pursuant to section 7504;
 - (c) Any requirement needed by a recipient to authorize the provider to proceed with the disbursement of the emergency rental assistance grant to the appropriate vendors as necessary to alleviate the emergency; and
 - (d) Notice of the recipient's right to appeal the eligibility and assistance determination through an administrative review and a fair hearing and the steps the applicant must take to appeal the denial pursuant to sections 7511 and 7512, as well as the procedural rights the applicant will have during the appeals process.
- If an applicant is determined ineligible, the provider shall give to the applicant a clear, concise written statement of the reasons for the denial. Such written notice shall also



inform the applicant of the right to appeal the denial through an administrative review and a fair hearing and the steps the applicant must take to appeal the denial pursuant to sections 7511 and 7512, as well as the procedural rights the applicant will have during the appeals process.

Additional Grantee Requirements

- Participate in DHS-sponsored training programs regarding how to perform the eligibility determination function, correctly complete the application of related documentation, access and enter information into the automated tracking system, and maintain financial and other case records.
- Participate in DHS-sponsored training programs with subject areas such as teambuilding, understanding and engaging families, confidentiality, etc., that assist your staff and assures DHS that your staff is adequately trained to work with families.
- Participate freely with the DHS monitoring team, providing information such as reports, positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the data-base management system to be used by DHS for this initiative.
- Based on the need and population to be served, ensure DHS that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.
- Agree to attend a Language Access Training Course to obtain certification to utilize the District's Language Access Line.
- Include in your model, plans to ensure that once referrals are made, the proposed population has a means to access additional sources of services and supports, as appropriate. Explain how you plan to coordinate and maintain information on referrals made, follow-up, outcomes of referrals to DHS and other referral organizations.

Confidentiality of Records

Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- Customer records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Customer records may not be divulged to unauthorized persons.



- No person receiving information concerning an applicant or recipient shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law §16-2363).
- All project staff, including volunteers, prior to engaging in work with customers shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the project.

Reporting Requirements

Grantees should be prepared to report information to DHS in a manner conducive with the database management system to be utilized for this initiative. At a minimum, data collection items will include the following information:

- Date(s) and time(s) of all attempted and completed communications with customers;
- What, if any, barriers to participation and related solutions to overcoming those barriers were identified/discussed;
- Whether the customer was advised to contact his/her case worker (if applicable) or referred to other sources to explore/begin these actions and steps;
- What actions the customer indicated would be performed and the relevant timeframe;
- What actions, if any, were taken by the grantee to assist the client in resolving problems impacting their capacity to fully engage in activities to achieve self reliance;
- What, if any, circumstances exist that indicate ineligibility for ongoing assistance;
- Plans to ensure that follow-up activities with the customer occur after the case has been terminated;
- Participate in evaluation studies;
- Other relevant information that DHS requests; and
- A monthly aggregate narrative/financial expenditure report.

Reporting may require details for each referred individual as well as aggregate reporting of semi-monthly accomplishments. The format for reporting will be prescribed by DHS and will be required to facilitate prompt review of grantee accomplishments in support of payment.

Security Certifications

The applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contact(s) as permitted by applicable D.C. law. Any conviction



or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

Certifications and Assurances

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

SECTION III GENERAL PROVISIONS

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFP must show proof of insurance prior to receiving funds.

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving TANF funds.

Monitoring

With responsibility for monitoring and evaluating funded project, representatives of the DHS Office of Grants Management will make periodic scheduled and unscheduled visits to project sites. During such visits, the Awardee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

Staff Requirements

- A. Sub-grantees receiving grant awards of at least \$100,000, and any of their sub-grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid a living wage of no less than \$11.75 an hour. This wage may be adjusted annually by the Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.

Exemptions are provided as follows:



1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to this Act.

Upon site visits, Grantees must make available documents which demonstrate proof of exemption from the Act, or proof that staff members working on the program/project are being paid a living wage of at least \$11.75 per hour. In addition, Grantees shall make available examples of work performed by each employee that receives compensation directly from government assistance. Grantee shall demonstrate that each employee funded by the grant performs work regularly under the grant agreement.

- B. Each employee who receives compensation directly from the District of Columbia shall receive a copy of the Living Wage Act Fact Sheet, provided upon award.
- C. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- D. The Grantee shall employ and maintain documentation and assure that staffs possess adequate training and competence to perform the duties which they have been assigned.
- E. The Grantee shall maintain each affiliated employee's payroll records created and maintained in the regular course of business for a period of at least three years. Grantee shall maintain affiliated employee payroll records in excess of three years until the final decision of any challenge to the payment of wages under the act.
- F. The Grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, description of duties and responsibilities, hours of work, salary rate and performance evaluation criteria. When hiring staff for this grant project, the Grantee shall obtain written documentation of work experience and personal references.
- G. The Grantee shall maintain an individual personnel file for each project staff member. The file will contain the application for employment, professional and personal references, applicable credentials/certifications, and records of required medical



examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and Grantee's action with respect to all allegations, and date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant Administrator upon request.

- H. The Grantee shall provide orientation sessions for each staff member with respect to administrative procedures, program goals, and policies and practices to be adhered to under the Grant Agreement.
- I. The Grantee shall maintain a current organizational chart which displays organizational relationships and demonstrates who has responsibility for administrative oversight and supervision over each funded service activity.
- J. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS Grant Administrator.

SECTION IV APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received no later than 4:00 p.m., Monday, October 16, 2006. All applications will be recorded upon receipt. Applications attempted to be submitted after the deadline date and time will not be accepted, and therefore, will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Number of Copies

The original and three (3) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (copies) of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

Location to Submit Application

Applications must be received at or before the deadline date and time at the following location:

Department of Human Services
Office of Grants Management
64 New York Avenue, N.E.
6th Floor
Washington, DC 20002
Contact Person: Ms. Priscilla Burnett (202) 671-4407



Important Note:

Due to security provisions, applicants should allow at least one hour before the deadline time to clear security protocols.

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before 4:00 p.m., Monday, October 16, 2006. Applications arriving via messenger/courier services after the posted deadline will not be accepted and therefore, will not be considered for funding. Application packages must be delivered to and received by an Office of Grants Management staff member and not left at the security desk or other location by the courier service.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The DHS Interim Director shall make the final funding determinations.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A Ability to Implement Program Design (*Total 30 Points*)

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope. **(10 Points)**
2. The proposal clearly describes the methods to be used to outreach to the selected target population through a network of locations. In addition, information will be provided that describes how the program will include case management to all families for whom case management appears warranted. **(10 points)**
3. The proposal clearly delineates the following: (1) demographics outlining potential target population (s) within the delivery network locations; (2) the area(s) of social service assistance currently delivered in those locations; and, (3) specifies, the location of the proposed activities. **(10 points)**

Criterion B Organizational Capability and Relevant Experience (*Total 30 Points*)

1. The applicant must demonstrate the knowledge and prior experience relevant to a one-time allotment needs-based distribution process that will incorporate this service to



clients through multiple locations. Applicant must also provide evidence of the financial and management experience necessary for demonstrated record keeping capability.

(15 Points)

- The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(15 Points)**
- Applicant has identified and has demonstrated an understanding of issues affecting the target population.
 - Letters of support from community-based organizations and/or advocacy groups are provided.
 - The applicant has a clear plan to hire or has qualified staff with the training and experience to conduct personal communications and related activities with the target population and has helped remove customer barriers to self reliance objectives. The applicant also has the technical capability to maintain an information data base sufficient to produce required reports for DHS.

Criterion C Sound Fiscal Management and Reasonable Budget (Total 35 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization. **(20 Points)**
2. The applicant demonstrates that the incorporation of this service into the organizations proposed budget is reasonable, realistic and will achieve project objectives. The applicant provides a detailed financial plan that outlines existing resources and how they will be utilized as a primary revenue stream and enhanced with the 10% administrative allotment cap allowed herein. **(15 Points)**

Criterion D Overall Feasibility of the Project (Total 5 Points)

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.



SECTION VI APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 3 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; I – Collaboration Commitment Form; J – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.



Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with serving families within the community in this capacity – if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

Program Budget and Budget Narrative

The budget for this application shall contain detailed, itemized cost information that shows how this project will be integrated into the organizations existing financial plan. The detailed budget narrative shall contain a justification for the up to 10% administrative fee allowable for this program. The narrative should clearly state how the applicant arrived at the budget figures.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

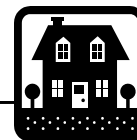
- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).



SECTION VII

LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget
Attachment H	Collaboration Commitment Form
Attachment I	Confidentiality Statement
Attachment J	Living Wage Act of 2006
Attachment K	Notice of Proposed Rulemaking Emergency Rental Assistance Program



Attachment A

REQUEST FOR APPLICATIONS (RFA): # DHS-EA-2007

**Government of the District of Columbia
Department of Human Services
Office of the Director**

FY 2007 Emergency Rental Assistance Program

Applicant Profile

Place this form at the front of the application.

Applicant's Name: _____

TYPE OF ORGANIZATION: Non-Profit Organization _____ Other _____

Contact Person: _____

Office Address: _____

Phone Number: _____

Fax Number: _____

Federal ID Number: _____

Program Description: _____

Budget: **Total Funds Requested:** \$ _____



Attachment B



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;



(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts

under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the



applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**



- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

DC Department of Human Services, Office of Grants Management, 64 New York Avenue, N.E., Sixth Floor, Washington, DC 20002 Attn: Ms. Joi Yeldell, Grants Administrator.

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



Attachment C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.



8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the
9. Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
11. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.





- 14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.**
- 15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

Signature & Title

Date



Attachment D

**DEPARTMENT OF HUMAN SERVICES
OFFICE OF GRANTS MANAGEMENT
64 NEW YORK AVENUE, NE, 6TH FLOOR
WASHINGTON, DC 20002
ATTENTION: PRISCILLA BURNETT
(202) 671-4407**

SUBMISSION RECEIPT

**Emergency Rental Assistance Program
RFA # DHS-EA-2007**

THE OFFICE OF GRANTS MANAGEMENT (OGM) IS IN RECEIPT OF A PROPOSAL FROM:

(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/ Fax)

(Amount Requested)

OGM USE ONLY:

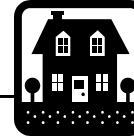
Please Indicate Time:

ORIGINAL and _____ COPIES

RECEIVED ON THIS DATE _____ / _____ / 2006

Received by: _____

PROPOSALS WILL NOT BE ACCEPTED AFTER 4:45 P.M.



Attachment E
Emergency Rental Assistance Program

Work Plan

Agency:							Submission Date:					
Services Area:							Project Manager:					
Budget:							Telephone #:					
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objectives:	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Activities:												
1.												
2.												
3.												
4.												
5.												
6.												
7.												



Staffing Plan

Name	Position Title	Filled/ Vacant	Annual Salary	% of Effort	Start Date

Director’s Signature:_____

Date:_____



Attachment G

Emergency Rental Assistance Program Budget Description

Provide a budget narrative and evidence of the incorporation of this service into the organization's existing budget indicating that the proposed plan is reasonable, realistic and will achieve project objectives. The detailed financial plan must outline existing resources and delineate how those resources will be the project's primary revenue stream and enhanced with the 10% administrative allotment cap allowed herein.



ATTACHMENT H
Emergency Rental Assistance Program

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: _____

Address: _____

Telephone & Fax Number: _____

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): _____ Tel.: _____

_____ Tel.: _____

Signature(s) _____ Tel: _____

Date: _____



MAY BE SINGLE-SPACED

Attachment I
Insert Grant Title Here

GOVERNMENT OF THE DISTRICT OF COLUMBIA
STATEMENT OF CONFIDENTIALITY

I, _____ hereby affirm
that I will hold confidential any information gathered or disclosed to me as a project staff
member/volunteer. I also affirm that I will not disclose any information from any project
meetings that is not a matter of public record.

By signing the document, I acknowledge that I have read and fully understand the
statement contained herein.

Signature/Title

Date

Name of Organization



ATTACHMENT J

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
OFFICE OF GRANTS MANAGEMENT**

LIVING WAGE ACT OF 2006 CERTIFICATION

CERTIFICATION:

Pursuant to the Living Wage Act of 2006 (Act), D.C. Official Code §2-220.01 et. seq. effective June 8, 2006, Sub-grantees receiving grant awards from the District of Columbia of at least \$100,000, and any of their sub-grantees receiving at least \$50,000 of that award, shall ensure that each affiliated employee, as defined by the Act, performing work on the grant-funded program/project shall be paid a living wage of no less than \$11.75 an hour. This rate is subject to adjustment by the Department of Employment Services up to 3% annually. Increases in excess of 3% shall be approved by the Mayor. Funding for the implementation of this Act shall be subject to annual appropriation.

Exemptions are provided as follows:

6. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
7. For employees of non-profit organizations that do not employ more than 50 individuals.
8. Grantees/sub-grantees provides trainees with additional services, provided the trainee does not replace employees, if applicable.
9. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
10. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to this Act.

Please check the appropriate box:

☐

I certify that the organization meets one or more of the above-listed exemptions, and provides the following documents to support our request for an exemption:

☐

I certify that we do not meet the exemption, and will pay each individual working under this grant program/project a living wage of at least \$11.75 per hour.

☐

I certify that we do not meet the exemption but intend to submit a waiver request to the Mayor, as compliance will impose a significant hardship on the recipient.

Additionally, the DC Living Wage Fact Sheet (to be disseminated upon award) shall be distributed to each employee working on this grant-funded program/project, and shall be visibly displayed within the organization.

Grantee shall notify each sub-grantee under this award subject to this Act in writing of the requirements as provided in subsection (a) of the Act.

All recipients shall retain payroll records created and maintained in the regular course of business under District of Columbia Law for a period of three (3) years.

Failure to comply with this law (Title I, D.C. Law No. 16-118 {D.C. Official Code 2-220.01-.11}) may result in the immediate termination of the grant award and/or possible legal action. The payment of wages under the Act shall be consistent with and subject to the provisions of an act to provide for the payment and collection of wages in the District of Columbia, approved August 3, 1956 (70 Stat. 976; D.C. Official Code §§ 32-1301 *et. seq.*) .

SIGNATURE:

Name (Please print)

Title

Signature

Date



ATTACHMENT K

Proposed Emergency Assistance Program Rules

CHAPTER 75 EMERGENCY RENTAL ASSISTANCE PROGRAM

7500 SCOPE

- 7500.1 The provisions of this chapter shall provide the application process, eligibility criteria, benefit and payment levels, and appeal procedures for the Emergency Rental Assistance Program (Program).
- 7500.2 Nothing in these rules shall be interpreted to mean that such assistance is an entitlement. This Program shall be subject to annual appropriations and the availability of funds.
- 7500.3 The Department of Human Services (Department) may execute contracts, grants, and agreements as necessary to carry out the Program.

7501 APPLICATION PROCESS

- 7501.1 Each application shall be in writing on a form prescribed by the Department and signed by the applicant under penalty of perjury. If the applicant is married and living with a spouse, both spouses shall sign the application as an applicant unit (hereinafter "applicant"). There shall be only one application for each household.
- 7501.2 An authorized representative may apply on behalf of the applicant, if the applicant provides a written and signed statement stating why the applicant cannot apply in person and the name and address of the person authorized to act on the applicant's behalf.
- 7501.3 The Department shall provide application forms and the provider of services shall accept applications from each applicant who requests assistance.
- 7501.4 At the time of application, each applicant shall be provided with a clear, concise, written notice containing the applicant's rights and responsibilities and the provider's responsibilities with respect to the Program.
- 7501.5 As a condition of eligibility of receipt of funds, all applicants must sign a document acknowledging receipt of the notice of applicant's rights and responsibilities and the provider's responsibilities.
- 7501.6 Each applicant, as a condition of eligibility, shall agree to participate in case management services designed to address the circumstances which led to the need for emergency rental assistance. Failure to agree to or cooperate in such case management may result in ineligibility.



- 7501.7 Each applicant shall cooperate fully in establishing his or her eligibility, the nature of the emergency, and the extent of the need. This shall include, but not be limited to, providing documentation or collateral proof of:
- (a) Household composition;
 - (b) Income and assets;
 - (c) Household expenses; and
 - (d) Facts and circumstances surrounding rental arrearages.
- 7501.8 The provider shall give to each applicant a written request specifying the information needed to complete the application and the provider shall discuss with the applicant how to obtain the information. The application is complete when all required information is furnished.
- 7501.9 The provider may use documents, telephone conversations, personal and collateral interviews, reports, correspondence, and conferences to verify applicant information.
- 7501.10 If the emergency is expected to occur in less than ten (10) business days following the date of application, the provider shall take all reasonable steps to process the application in an expedited manner in time to resolve the emergency, if the applicant meets all eligibility criteria and a delay in processing the application is not caused by the failure of the applicant to provide documentation necessary for making an eligibility determination.
- 7501.11 The provider shall complete the eligibility and assistance determination in as short a time as possible but not later than ten (10) business days after the date of a completed application. The provider shall not be responsible for delays caused by:
- (a) The applicant's failure to supply information to document facts stated in the completed application without which eligibility cannot be determined;
 - (b) The inability to contact the applicant;
 - (c) Evidence of misrepresentation in the application;
 - (d) Refusal of a landlord to accept payments;
 - (e) Delay by a third party from whom the provider has requested information and over whom the provider has no control; or



- (f) Any other delay in receipt of information or documentation necessary to complete the application over which the provider has no control.

7501.12 If an applicant is determined eligible for emergency rental assistance, the provider shall give to the applicant a Notice of Eligibility and Assistance Determination. This notice shall include, but need not be limited to:

- (a) The eligibility determination;
- (b) The amount of the emergency rental assistance for which the applicant unit has been determined eligible and the computation of assistance pursuant to section 7504;
- (c) Any requirement needed by a recipient to authorize the provider to proceed with the disbursement of the emergency rental assistance grant to the appropriate vendors as necessary to alleviate the emergency; and
- (d) Notice of the recipient's right to appeal the eligibility and assistance determination through an administrative review and a fair hearing and the steps the applicant must take to appeal the denial pursuant to sections 7511 and 7512, as well as the procedural rights the applicant will have during the appeals process.

7501.13 If an applicant is determined ineligible, the provider shall give to the applicant a clear, concise written statement of the reasons for the denial. Such written notice shall also inform the applicant of the right to appeal the denial through an administrative review and a fair hearing and the steps the applicant must take to appeal the denial pursuant to sections 7511 and 7512, as well as the procedural rights the applicant will have during the appeals process.

7501.14 An application shall be considered abandoned if the applicant has not obtained and provided to the provider the required information for eligibility and assistance determination, within sixty (60) days.

7502 APPLICANT UNIT

7502.1 The applicant unit shall be composed of each individual who lives in the same household and whose needs, assets, and income are combined to determine eligibility.

7502.2 The applicant unit shall include:

- (a) Persons related by full or half blood;
- (b) Persons related by legal adoption; or



- (c) Persons related by marriage, including stepchildren and unmarried parents of a common child who live together.

7502.3 A person temporarily away from home due to employment, hospitalization, vacation, or a visit shall be considered to be living in the household. A minor child who is away at school is considered to be living in the household if he or she returns to the home on occasional weekends, holidays and during the summer vacations.

7502.4 Separate applicant units shall be established if the requested payment is the joint legal responsibility of non-related household members. Assistance may be authorized only for the applicant unit's prorated share of the amount necessary to resolve the crisis.

7502.5 The name of a non-household member on a rental lease shall have no effect on eligibility, except that:

- (a) The applicant shall document that he or she is responsible for the payment; and
- (b) Both the applicant and the landlord shall agree to change the lease to reflect only the applicant's name.

7503 ELIGIBILITY CRITERIA

7503.1 In order to be eligible for assistance under this program, each applicant shall meet the following criteria:

- (a) Be presented with an emergency as defined in section 7599;
- (b) Be part of a family unit with an emergency with at least one member who is:
 - (1) A minor child age eighteen (18) years or younger;
 - (2) Age sixty (60) years or older; or
 - (3) Disabled.
- (c) Demonstrate that he or she has no other available resources for resolving the emergency, including resources actually available from a community resource, but excluding those exempted in section 7503.12;
- (d) Meet the specific eligibility criteria for each type of benefit provided in



section 7505; and

- (e) Demonstrate that the provision of emergency rental assistance services would alleviate the emergency within thirty (30) days. If the assistance does not entirely eliminate the emergency, the applicant shall document (demonstrate) that the additional funds needed are actually available from another source. Failure to demonstrate that the emergency can be resolved shall result in a denial of eligibility for emergency rental assistance.

7503.2 An applicant shall be living in the District of Columbia at the time of application.

7503.3 The applicant shall be considered to be living in the District if he or she:

- (a) Is maintaining a home in the District as his or her principal residence; or
- (b) Is homeless, physically present in the District, and not a resident of another state.

7503.4 An adult applicant shall be denied emergency rental assistance if the emergency is the result of his or her refusal without “good cause” to accept employment or training for employment.

7503.5 An applicant shall be considered to have refused employment or training if the applicant:

- (a) Voluntarily quit employment or a bona fide training program within three (3) months prior to application; or
- (b) Rejected an employment or a bona fide training program opportunity within the three (3) months prior to the application.

7503.6 “Good Cause” to refuse employment shall be limited to when the applicant can show, with reliable or credible information, that:

- (a) Wages are below the minimum wage;
- (b) The applicant is physically or mentally unable to perform the work or gain access to the worksite;
- (c) Working conditions violate health, safety, or worker’s compensation regulations and present a substantial risk to health or safety;
- (d) The employer discriminated against the applicant based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation,



political affiliation, disability, source of income and place of residence or business in violation of D.C. Official Code § 2-1401.01 *et seq.* (D.C. Law 2-38, effective December 13, 1977);

- (e) The requirements of the job would be contrary to his or her religious beliefs; or
- (f) Child care, which is necessary for the adult applicant to accept work or training, is not available.

7503.7 The applicant unit's combined net income, as specified in section 7503.10, in the thirty (30) day period immediately preceding the date of application, and non-excluded assets, as specified in section 7503.14, on the date of application, must not exceed one hundred percent (100 %) of the Federal Poverty Level as defined by the U.S. Department of Health and Human Services for the specified household size.

7503.8 The following shall not be counted in calculating income available to the applicant unit in the budget month:

- (a) Discontinued income, unless actually available in the budget month;
- (b) Any income in-kind including, but not limited to, Food Stamps, Women, Infants, and Children (WIC), school lunches, homemaker services, and benefits received under the Older Americans Act;
- (c) Deductions from earnings which are limited to actual amounts deducted by the employer for federal income tax, D.C. Income Tax, Social Security, Civil Service Retirement, life insurance, health insurance and any other deduction which is mandatory. Garnishments from wages are not considered mandatory deductions and will be counted in the determination of available income;
- (d) Payments for children in foster care;
- (e) Vendor payments made by the federal or District governments on behalf of the applicant directly to a vendor, except that any Department administered Rental Vendor Payments made on behalf of a Temporary Aid for Needy Families (TANF) client will be counted as income;
- (f) Value of Low Income Energy Assistance;
- (g) Earnings of persons fourteen (14) years of age and under;



- (h) Earnings from the first eighty (80) hours of employment per month of students ages fifteen (15) years or older and enrolled in school;
- (i) Summer earnings of a student who was enrolled in school when school was dismissed for the summer vacation, but has not yet graduated from high school, regardless of the number of hours employed;
- (j) Work incentive payments, training stipends, or allowances to facilitate employment;
- (k) Income from any source which is used to pay court ordered child support in the budget month to another household; and
- (l) Expenses related to self-employment which may be reasonably associated with the cost of producing income, such that only net income from the self-employment is considered as available to the applicant.

7503.9 All income of an applicant unit that is not specifically exempted in section 7503.12 shall be considered in calculating the income of the applicant unit in the budget month.

7503.10 The following shall be considered in calculating the income of the applicant in the budget month:

- (a) The net amount of ongoing income received during the budget month including, but not limited to:
 - (1) Income from a boarder;
 - (2) Earned income;
 - (3) TANF grant;
 - (4) Interim Disability Assistance grant;
 - (5) General Assistance for Children grant;
 - (6) Child support payments received;
 - (7) Social Security retirement, survivors or disability insurance benefits;
 - (8) Alimony;
 - (9) Veterans Administration benefits;



- (10) Worker's compensation benefits, unemployment benefits and other governmental unemployment benefits;
- (11) Payments from private sick and accident insurance plans;
- (12) Pensions;
- (13) Retirement benefits;
- (14) Strike benefits; and
- (15) Military allotments.

- (b) The value of a rental vendor payment made to a vendor under the TANF program on behalf of the applicant;
- (c) The net amount of discontinued, sporadic, or lump sum income, if it is received in the budget month or has been received in an earlier month and is still available to the applicant;
- (d) The net amount of any proceeds from lottery winnings, cash gifts, or loans, except that need-based educational loans are exempt; and
- (e) The income of a recipient of Supplemental Security Income.

7503.11 The equity value of all assets, unless specifically exempt under section 7503.12, shall be added to the applicant's income to determine the total amount of resources available to the applicant in the budget month.

7503.12 The following resources or assets shall not be considered in calculating income available in the budget month:

- (a) The home and surrounding land in which the applicant lives. Surrounding land does not include adjoining lots separately taxed and zoned;
- (b) All household furnishings and all personal belongings;
- (c) The value of motor vehicles used for transportation;
- (d) Tools, machinery and other property used for employment or self-employment, whether or not in the home;



- (e) Taxi, truck or similar vehicle necessary for employment or self-employment; a vehicle necessary for transportation to and from an employment site is not in this category;
- (f) Cash or money in bank accounts that was obtained from a need-based loan made to an applicant for school related expenses;
- (g) Pre-paid burial plans or cemetery plots; and
- (h) Money on hand which is specifically earmarked for contribution towards the resolution of the crisis.

7503.13 The value of an asset jointly owned by the applicant and any person who is not a member of the applicant unit shall be prorated according to the number of owners, unless the applicant can demonstrate a different division based on legal ownership.

7503.14 The following assets and resources shall be considered income available to the applicant in the budget month:

- (a) The equity in all real property except the home and surrounding land in which the applicant lives;
- (b) The equity in any interest in recreational vehicles, including, but not limited to, boats, campers, trailers, motorcycles not exempted under section 7503.14(c), snowmobiles, or aircraft;
- (c) The equity of any interest in machinery, livestock, or other property or items that are not used for employment or self-employment;
- (d) The loan value available to the applicant in insurance plans or the cash or loan value available to the applicant pursuant to an agreement in an escrow or trust fund;
- (e) The cash value of an Individual Retirement Account or another deferred compensation plan, or pension funds that have been distributed from a plan and are actually available to an applicant;
- (f) The actual value of cash including, but not limited to, a checking account, a savings account, a certificate of deposit, stocks, and bonds;
- (g) The actual cash value of a non-exempt asset that was converted to cash in the thirty (30) days prior to the date of application; and



- (h) The equity value of non-exempt assets which are sold, transferred, or traded for less than fair market value within the twelve (12) months prior to the date of application, when there is reason to believe that the action was taken for the purpose of becoming eligible for Emergency Rental Assistance.

7504 COMPUTATION OF PAYMENT

7504.1 The amount of assistance an eligible applicant may receive is based on the following factors:

- (a) The amount necessary to resolve the emergency;
- (b) The applicant unit's existing liquid assets;
- (c) The applicant unit's income expected to be received in the thirty (30) days following the date of application;
- (d) The applicant unit's anticipated expenses for basic necessities and fixed monthly payments in the thirty (30) days following the date of application;
- (e) The willingness of the landlord to accept partial payment from the provider, and the remainder from the applicant within thirty (30) days after the first payment; and
- (f) The maximum allowable payment as provided in sections 7505 and 7506.

7504.2 The following sequential calculation shall be used to determine the amount of emergency rental assistance:

- (a) The applicant unit's income certain to be received within thirty (30) days following the date of application shall be determined. If there is a live Writ of Restitution or the landlord will not accept partial payment, only the income certain to be received until the expected occurrence of the emergency shall be considered;
- (b) The applicant unit's anticipated expenses for basic necessities and fixed monthly expenses in the thirty (30) days following the date of application shall be determined;



- (c) The anticipated expenses shall be subtracted from the anticipated income; and
- (d) Any surplus resulting from the calculation in paragraph (c) shall be added to any liquid assets to determine the applicant's contribution;
- (e) The applicant's contribution shall be subtracted from the amount necessary to resolve the emergency.

7504.3 The emergency rental assistance payment shall be equal to the amount computed under section 7504.2, subject to the maximum limits for emergency rental assistance as stated in these rules.

7505 TYPES OF EMERGENCY RENTAL ASSISTANCE

7505.1 Emergency rental assistance shall be available for the categories of assistance specified in sections 7506.1 through 7506.4 and sections 7507 and 7508, if:

- (a) The applicant has met all eligibility criteria specified in section 7503; and
- (b) Provision of one (1) or more of the available categories of assistance will substantially, if not entirely alleviate the emergency during the thirty (30) day period immediately following the authorization of payment. If the permissible emergency rental assistance payment does not entirely alleviate the emergency, the applicant shall provide reliable, convincing information that the remaining necessary amount is actually available from another source or that the landlord will accept a partial payment or longer-term repayment plan, which is within the applicant's financial means to execute.

7505.2 The Program shall not be obligated to provide a monetary amount for a requested service if a less costly alternative is available.

7505.3 Emergency rental assistance benefits may be, at the provider's discretion, in the form of cash, coupons, in-kind benefits, or direct vendor payments.

7506 EMERGENCY ASSISTANCE—RENT ARREARAGES

7506.1 Assistance may be authorized to pay a rent arrearage, late fee and associated court fees if each of the following conditions are met:

- (a) Eviction is imminent and documented by a Landlord and Tenant Court summons or referral, Writ of Restitution, Notice to Vacate, or correspondence from the landlord or his or her agent documenting that the



applicant is a tenant and has a current rent arrearage of at least 30 days past due;

- (b) The arrearage must be that of the applicant. If the lease or rental agreement is not in the applicant's name, he or she must provide documentation that he or she is responsible for the arrearage. Both the applicant and the landlord must agree to change the lease to the applicant's name;
- (c) Arrearage for any period caused by a rent strike may be paid only if any escrow money is first applied to the arrearage and the applicant agrees to resume regular payment of rent;
- (d) The arrearage that will be paid with Emergency Rental Assistance funds may not exceed five (5) months; and
- (e) The total assistance payment (including rent arrearage, late fee and any associated court fees) may not exceed four thousand two hundred fifty dollars (\$4,250.00).

7506.2 Notwithstanding the requirements in section 7506.1, certain requirements may be waived with respect to the total maximum payment and the number of months of the arrearage which may be paid for with emergency rental assistance funds, if extraordinary circumstances exist.

7506.3 These requirements may be waived up to the maximums specified in section 7506.4, if one (1) or more of the following mitigating factors are determined to exist:

- (a) The household consists of seven (7) or more members and reasonable alternatives to the existing housing arrangement are not available;
- (b) A member of the household has a physical or mental disability, a medically documented incapacity or extended illness to the extent that loss of existing housing would pose a serious threat to the health or safety of the family member;

7506.4 If the requirements specified in section 7506.3 are met:

- (a) The total maximum emergency rental assistance payment may be increased from four thousand two hundred fifty dollars (\$4,250) to six thousand dollars (\$6,000); and



- (b) The arrearage that may be paid with emergency rental assistance funds may exceed five (5) months, if the total amount does not exceed the total maximum amount specified in paragraph (a) of this subsection.

7507 EMERGENCY ASSISTANCE – SECURITY OR DAMAGE DEPOSIT

7507.1 Assistance may be authorized for a security or damage deposit if:

- (a) The landlord does not waive the deposit; and
- (b) The applicant and the landlord sign an agreement which provides that the deposit, less any amount for damages, will be returned to the provider, rather than to the applicant, when the applicant ceases to reside at the dwelling for which the deposit was made

7507.2 A security or damage deposit shall only be authorized if one of the following circumstances is present:

- (a) The applicant unit will become homeless if assistance is not provided; or
- (b) The purpose of the assistance is to reunite a child less than eighteen (18) years of age with his or her family or prevent separation from his or her family. Prevention of family separation shall be broadly interpreted to include situations where the family is currently homeless or are residents of a family shelter facility, a family is forced to move to another dwelling due to overcrowded conditions, the condemned nature of the current housing, or the forced sale of the currently dwelling, and there are no other means, other than through the provision of this assistance, whereby new housing could be secured.

7507.3 The maximum emergency assistance payment for a security or damage deposit shall be the actual amount of the deposit, which may not exceed more than the cost of one (1) month's unsubsidized rent, as specified by the landlord up to a maximum amount of eight hundred fifty dollars (\$850).

7507.4 The security or damage deposit payment shall be made directly to the landlord.

7507.5 Where the emergency was a result of eviction or displacement from a residence in the District of Columbia, assistance under sections 7507 and 7508 may be used for relocating to another jurisdiction within the greater Washington area as defined by the boundaries of the District of Columbia and its contiguous counties in the states of Maryland and Virginia.



7508 EMERGENCY ASSISTANCE – FIRST MONTH’S RENT

- 7508.1 Assistance may be authorized for the first month’s rent if the applicant is:
- (a) Eligible for a security deposit payment as specified in section 7507;
 - (b) The first month’s rent shall be paid in conjunction with the security deposit in order for the applicant to assume tenancy, and the applicant has no other means of paying for the first month’s rent at the time it is required;
 - (c) In a household which includes a child under eighteen (18) years of age and one (1) of the mitigating factors specified in section 7506.3 is present; or
 - (d) The payment for the first month’s rent is the actual cost up to a maximum of eight hundred fifty dollars (\$850.00), unless the applicant meets the requirements of the waiver in section 7506.2, in which case the maximum payment shall not be more than allowed by section 7506.4.

7509 MULTIPLE REQUESTS FOR ASSISTANCE

- 7509.1 Assistance payments under the Program shall be made only once in any twelve (12) month period from the date of application.

7510 RIGHT TO A FAIR HEARING—NOTIFICATION OF RIGHT

- 7510.1 Each applicant who is aggrieved by any action or inaction of the provider related to receipt of benefits under this program shall be entitled to a fair hearing in accordance with the provision of D.C. Official Code section 4-210.01.
- 7510.2 The applicant shall have the right to request a fair hearing by giving a clear expression, oral or written, in person or by telephone, that he or she wants an opportunity to present the case to a higher authority.
- 7510.3 The request for a fair hearing shall be accepted by any staff member of the provider who is involved in the eligibility determination process.
- 7510.4 At the election of the applicant, he or she may also file his or her request for a fair hearing directly with the Office of Administrative Hearings, established pursuant to D.C. Official Code section 2-1831.02.
- 7510.5 To request a fair hearing in writing, the applicant, or his or her authorized representative, may:



- (a) Fill out a hearing request form at the provider's service center, or at the Office of Administrative Hearings;
 - (b) Send a fair hearing request form to the provider or the Office of Administrative Hearings; or
 - (c) Send a letter to the provider or the Office of Administrative Hearings.
- 7510.6 Fair hearing request forms shall be available at the Office of Administrative Hearings and at all provider services centers that are responsible for processing emergency rental assistance applications.
- 7510.7 The applicant shall have fifteen (15) calendar days following the receipt of the notice described in section 7501.12 or section 7501.13, to request a fair hearing.
- 7510.8 Upon receipt of a fair hearing request, the Department shall offer the appellant or his or her authorized representative an opportunity for an administrative review in accordance with D.C. Official Code § 4-210.07 and section 7511 of these rules.
- 7510.9 All fair hearings shall be conducted in the following manner:
 - (a) In accordance with the Administrative Procedure Act (D.C. Official Code § 2-501 *et seq.*); and
 - (b) In accordance with the following additional requirements:
 - (1) The hearing shall be held within a reasonable time following the receipt of the request for a fair hearing. However, such time shall not exceed fifteen (15) calendar days following the receipt of the request for a fair hearing;
 - (2) If the appellant fails to appear, the Administrative Law Judge designated to conduct the hearing may enter a default decision in favor of the party present. The default decision may be set aside only for good cause shown, and upon equitable terms and conditions; and
 - (3) The Administrative Law Judge shall issue a final decision within fifteen (15) calendar days following the completion of the hearing.
- 7510.10 Material and documents filed with the Office of Administrative Hearings during the fair hearing proceedings shall be maintained in compliance with D.C. Official Code § 2-1831.13(d), the Health Insurance Portability and Accountability Act of 1996 (Pub. L. 104-191; 110 Stat. 1936), and any other District or federal law pertaining to confidentiality of records.



7511 RIGHT TO AN ADMINISTRATIVE REVIEW

7511.1 The purpose of the administrative review shall be to enable the Department to ascertain the legal validity of the decision that is the subject of the fair hearing request, and, if possible, to achieve an informal resolution of the appeal and shall be held in accordance with D.C. Official Code § 4-210.07.

7512 JUDICIAL REDRESS

7512.1 Any applicant who is dissatisfied with a final order issued by the Office of Administrative Hearings may seek redress by filing, in the District of Columbia Court of Appeals, a written petition for review within thirty (30) business days following the receipt of the notice of the final decision.

7512.2 The applicant shall be informed in writing of his or her right to appeal an adverse final decision of the Office of Administrative Hearings to the District of Columbia Court of Appeals.

7599 DEFINITIONS

The following terms shall have the meaning ascribed:

Aged Household Member – A member of the applicant unit who is 60 years of age or older.

Applicant – The individual who is applying for emergency assistance for his or her own needs or the needs of those with whom he or she lives, and those persons described in § 7502 of these rules.

Authorized Representative – An individual who is at least eighteen (18) years of age, who is acting responsibly on behalf of the applicant, and has sufficient knowledge of the circumstances of the applicant to provide or obtain necessary information about the applicant, or a person who has legal authorization to act on behalf of the applicant.

Budget Month – The thirty (30) day period immediately prior to the day of application.

Department – The District of Columbia Department of Human Services or its designated agent.

Director – The Director of the Department of Human Services.



Disabled Household Member – A member of the applicant unit who is disabled, as documented by medical evidence provided by a qualified professional or by participation in a program which conditions its eligibility on the documentation of disability.

Emergency – A situation in which immediate action is necessary to avoid homelessness or eviction, to re-establish a home, or prevent displacement from a home.

Equity – Current market value of property less any lien indebtedness on the property and less than reasonable expenses necessary to liquidate the property.

Income from a Boarder – Any money paid to the applicant by a person living in the same household as the applicant, but who is not related to the applicant.

Joint Legal Responsibility – The individual household members are named on the deed (as tenants in common or joint tenants), or rental lease.

Minor child – A child, including those by adoption, eighteen (18) years of age or younger.

SSI – The Supplemental Security Income for the Aged, Blind, and Disabled cash assistance program authorized by Title XVI of the Social Security Act of 1935, as amended (42 U.S.C. §§ 1381 to 1383f).

Provider – An organization that receives Emergency Rental Assistance Program funds and is authorized to administer the Emergency Rental Assistance Program.

Rental Payment – A regular payment made by a tenant to an owner or landlord for the right to occupy or use property.

Security Deposit (also Damage Deposit) – A sum of money paid in advance that is required by the owner or landlord for leasing property as security against the tenant's failure to fulfill the lease or security to cover damage to the rental premises.

TANF – Temporary Assistance for Needy Families.

Vendor – Provider of a service or product, including but not limited to landlords.

Verification – Documentation or collateral proof used to confirm the validity of an applicant's circumstances.